



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: recordsrequest@hermosabch.org



Received By: CC
 Referred To: Com Dev
 Date Referred: 2-27-18

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Christopher Murray		Email: chris@raa-inc.com	
Address: 21600 Oxnard Street, Ste. 630		Phone: (818) 716-2782	
City: Woodland Hills		Fax: (818) 593-6184	

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Property Address: 1220 Hermosa Avenue (may also use 1219 Palm Drive)

Requested Records:

All Certificates of Occupancies issued for 1220 Hermosa Avenue

All Building Permits associated with above-requested C of Os

Please research Historical 3" x 5" Index Cards (if any)

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.


 Signature

2/27/2018
 Date

For Departmental Use Only:

Action Requested:

☐ Review Only

☐ Copies Requested

Action Taken:

☐ Document Reviewed

☐ Copies Provided

☐ Refusal/Reason

By

Date

☐ Non-Existent Document

☐ Other (Please Explain)

For City Clerk's Use Only:

Date Requestor Notified

Notified By:

Date Picked Up or Mailed